

## Copy of Copy, Scan, Fax, Print Device with Cabinet for ROD Tax

Copy, Scan, Fax, Print Device with Cabinet for ROD

Released	11/18/2016 1:00 PM CST	Type	Sealed Bid - Goods
Open	11/18/2016 2:00 PM CST	Number	IFB-2016-000142
Close	12/2/2016 1:30 PM CST	Currency	US Dollar
		Payment Terms	0% 0, Net 30

### Contacts

**Carsten Peterson**

[Carsten.Peterson@milwaukeecountywi.gov](mailto:Carsten.Peterson@milwaukeecountywi.gov)

Phone +1 (414) 223-8127

### Commodity Codes

Commodity Code	Description
U44101501	Office Equipment and Accessories and Supplies > Office machines and their supplies and accessories > Duplicating machines > Photocopiers
U43212100	Information Technology Broadcasting and Telecommunications > Computer Equipment and Accessories > Computer printers
U44101508	Office Equipment and Accessories and Supplies > Office machines and their supplies and accessories > Duplicating machines > Laser fax machine

### Description

This Invitation for Bid (IFB) is a solicitation to supply the following goods or services to Milwaukee County:

### Copy, Scan, Fax, Print Device with Cabinet for ROD Tax

This IFB is to supply these goods or services to:

**Milwaukee County ROD Tax(901 N 9th St, Room G-6, Milwaukee, WI 53233)**

Bid information is available at, as bids must be submitted using Milwaukee County Marketplace Central:

**<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=MilwaukeeCounty>**

This Invitation for Bid is under authority of MCGO Chapter 32.20

All questions related to this bid must be submitted by and will only be responded to by use of the public **Question & Answer Forum** within the bid found at the aforementioned link.


Milwaukee County qualifies for use of GSA contracts under Cooperative Purchasing.- Available for purchase by local government entities in accordance with Section 211 of the E-Government Act of 2002 and Disaster Recovery Purchasing.- Available for purchase by local government entities in accordance with Section 833 Disaster Recovery Purchasing.

Milwaukee County Marketplace Central Supplier Portal provides you the opportunity to request to be notified of any future business opportunities with Milwaukee County and encourage registration.

**CLICK SUBMIT:** Your bid will not be able to be viewed and will not be counted unless you **click 'Submit'** to complete submission of the bid. The green checkmarks during submission process are signifying only that all the required

information in that section has been completed. Your bid is not complete and will not be able to be viewed or considered unless the bid is submitted by clicking the **"Submit"** available only after all required fields are complete and green checks appear.

## Prerequisites

 Required to View Event

★ Required to Enter Bid

1. No Pre-Bid Meeting ★
2. Proposers may submit questions and requests for clarification regarding this bid until the deadline indicated. ★
3. Bid Award Terms ★
4. Term of Agreement ★
5. Pricing and Contract Information. ★
6. Unduly Restrictive Specifications in Public Procurement ★
7. Terms and Conditions ★
8. Insurance and Indemnity ★
9. Federal, State and Local Regulations and Compliance ★
10. Code of Ethics ★
11. Non-Collusion Statement ★
12. Protest and Appeal Procedure ★
13. Additional Prerequisite Requirements ★

## Buyer Attachments

1. [Dimensions+Of+A+Paper+Sizes+--+A0,+A1,+A2,+A3,+A4,+A5,+A6,+A7,+A8,+A9,+A10+--+](#)

## Questions

★ Required Questions

### 1. Bid Contact

- 1.1. Bidder Contact (Name) ★
- 1.2. Bidder Contact (Phone) ★
- 1.3. Bidder Contact (Email)

### 2. Product or Service Information

- 2.1. Upload specifications sheets, literature and information related to the product or service you submitted in bid process. Multiple uploads are permitted.

Submitted information must demonstrate that proposed good or service meets specifications described within the IFB. Information is required. ★

- 2.2. Bidder agrees to hold bid price for 6 months to accommodate the possibility of purchasing 3 more printers during that period. ★
- 2.3. Bidder agrees bid item supplied must be able to be serviced by an authorized Ricoh or Xerox Service Provider. ★

### 3. Terms and Cooperative Purchases

- 3.1. Would you be willing to extend the pricing from any contract that may result from this bid to other V.A.L.U.E. members of local government entities in the southeastern Wisconsin area?

Please be advised that the award of this bid by Milwaukee County is NOT contingent upon your agreement to the above request. If, however, you agree to extend to any other agencies, each agency will be responsible for issuing and administering its own contract and resulting purchase order. ★

- 3.2. Do you offer cash discounts for payment following acceptance of goods and receipt of invoice?  
Only cash discounts for payment of 30 days or more shall be deducted in determining the low bidder. ★
- 3.3. If you offer payment terms, please indicate your cash discount terms.

## Product Line Items

★ Required Product Line Items

#	Item Name, Description, Commodity Code	Allow Alternates	Qty.	UOM	Requested Delivery
P1	★ Copy, Scan, Fax, Print Device		1	EA - Each	21 days after award
	U44101501 - Office Equipment and Accessories and Supplies > Office machines and their supplies and accessories > Duplicating machines > Photocopiers				
	Copy, Scan, Fax, Print Device:				
	•Duplex (2-sided Output)				
	•Office finisher (50-sheet staple capacity)				
	•Cabinet				
	•A1 Device Segment (scan and print must accommodate paper size A1 - 841 x 594 mm / 33.1 x 23.4 in				
	•Black and White only capable print and scan				
	•Capability to do envelopes and labels				
	•Speed required (pages per minute) = 20-30				
	•Expected monthly print volume = 6,000				
	•How many people will be using the machine = 8				
	•Bid price must be held for 6 months to accommodate the possibility of purchasing 3 more printers during that period.				
	•Printer supplied must be able to be serviced by an authorized Ricoh or Xerox Service Provider.				
	•Tray Requirements:				
	oNumber of 8 1/2" X 11" Trays = 2				
	oNumber of 8 1/2" X 14" Trays = 1				
	oNumber of 11" X 17" Trays = 0				
	oLarge Capacity Tray = 0				
	•This device will replace a Lanier LD 245				